



State of Washington
Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034
1-800-451-7985

Owner/business name

UBI number

Business License Application Supplement for Collection Agency, Branch Office, or Out-Of-State Office

Please read the next page for complete application instructions.

A Office contact information

Name of contact person who works at the location being licensed	(Area code) telephone number
Location address as shown on Master Application <i>Street or route, city, state, zip code</i>	

B Sole proprietor/officer/partners/general manager information

Has any owner, managing employee, partner, officer, or corporate director:

1. Been convicted of a crime, misdemeanor or felony in this state, any other state, any other jurisdiction, or by the federal government within the past 10 years? ☐ Yes ☐ No
2. Had a criminal complaint, accusation, or information presently pending or currently under indictment in this state, any other state, any other jurisdiction, or by the federal government? ☐ Yes ☐ No
3. Held a professional or occupational license, certification, or permit which was fined, suspended, revoked, refused or denied in this state, in any other state, any other jurisdiction, or by the federal government? ☐ Yes ☐ No
4. Has a civil court order, verdict, or judgement entered in any court of competent jurisdiction in this state, any other state, any other jurisdiction, or by the federal government? ☐ Yes ☐ No
5. Petitioned for bankruptcy? ☐ Yes ☐ No

If the answer to any of these questions is Yes, please attach a letter of explanation to this form. Include the name of the person or business involved, charge(s), date of conviction, civil judgement or order, county jurisdiction, state and disposition of charges.

C Business bank accounts

1. The collection agency must have a bank account with at least \$5,000 available for the use of the business. (RCW 19.16.245)

Name of bank with at least \$5,000 asset account	Account number
Bank address <i>Street or route, city, state, zip code</i>	

2. Each collection agency is also required to set up a "Customer's Trust Fund Account" for money that was collected on behalf of clients and that is to be distributed to clients. (RCW 19.16.240)

Name of bank with trust fund account	Account number
Bank address <i>Street or route, city, state, zip code</i>	

D Client information

Do you currently have clients or plan to solicit business located in Washington State? ☐ Yes ☐ No
(See definition of client on page 2)

Upon filing, this document and the application become a public record subject to public disclosure provisions. (RCW 42.56)

Definitions

Client: The business or person on whose behalf you will collect claims.

Collection Agency License

Choose this license if:

- Your main office is in Washington State or
- Your main office is located outside Washington State, and you have, or plan to have, clients that are located in Washington State

Out-of-State Collection Agency License

Choose this license if:

- Your main office and all branch offices are located outside Washington State, and
- You have NO clients that are located in Washington State, and
- You are contacting debtors that live in Washington State who owe money to your out of state clients.

Instructions

1. Select the correct license and fee.

The type of license you need is based on the location of your clients. See **Definitions** above.

Collection Agency License \$650

Collection Agency Branch License \$350

Out-of-State Collection Agency License \$325*

Out-of-State Collection Agency
Branch License \$175*

- * The licensing fee for an Out-of-State Collection Agency License is waived if the state where the collection agency (main or branch office) is located requires a license or registration but does not require a fee for similar out-of-state collection agencies. *To have the license fee waived, include a copy of the regulations from your home state.*

2. Complete the following items and submit them with your fee.

- Business License Application;
- Collection Agency Application Supplement form (page one of this form);
- Personal / Corporate Financial Statement form, BLS-700-331, that shows:
 - The liabilities and assets of the agency in one of the three months prior to application.
Example: If you are applying in May, we will accept a financial statement completed for the February, March or April time periods.
 - \$7,500 or more in cash or its equivalent
 - \$5,000 of the cash must be deposited in a bank account used to operate the business.
 - \$7,500 or more net worth.
- \$5,000 bond or cash deposit** (in the form of a cashier's check payable to State Treasurer); and
- List of persons with more than 20% interest in the business.

- ** A bond is not required for out-of-state collection agency licensure if the agency's home state already requires a bond or similar legal alternative for collection agencies. *To waive the Washington bonding requirement, enclose proof that your bond is current and a copy of the regulations from your home state for review.*